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DIVISION DIRECTOR HANDBOOK FOR AUTOMATED WORK UNIT PLAN
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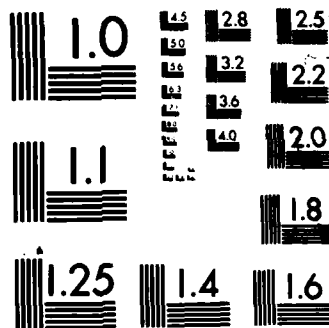
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DIVISION DIRECTOR HANDBOOK FOR AUTOMATED WORK
UNIT PLAN SYSTEM (AWUPS)

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Scientific Report No. 2

August 1985

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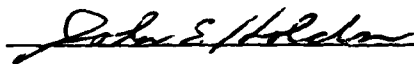
This technical report has been reviewed and is approved for publication.



PAUL TSIPOURAS

Contract Manager

FOR THE COMMANDER



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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER AFGL-TR-85-0170	2. GOVT ACCESSION NO. AD-A161438	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) DIVISION DIRECTOR HANDBOOK FOR AUTOMATED WORK UNIT PLAN SYSTEM (AWUPS)		5. TYPE OF REPORT & PERIOD COVERED Scientific Report No. 2
		6. PERFORMING ORG. REPORT NUMBER
7. AUTHOR(s) D. Dechichio		8. CONTRACT OR GRANT NUMBER(s) F19628-83-C-0090
9. PERFORMING ORGANIZATION NAME AND ADDRESS BEDFORD RESEARCH Associates 4 De Angelo Drive Bedford, MA 01730		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS 62101F 9993XXAI
11. CONTROLLING OFFICE NAME AND ADDRESS Air Force Geophysics Laboratory Hanscom Air Force Base, MA 01731 Paul Tsipouras, AFGL/SIA		12. REPORT DATE August 1985
		13. NUMBER OF PAGES 38
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)		15. SECURITY CLASS. (of this report) Unclassified
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
16. DISTRIBUTION STATEMENT (of this Report) Approved for public release; distribution unlimited		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) IHWU, CWU, Status System, Status report, Approval		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) This document is a User's Manual for the Division Director's application of the Automated Work Unit Plan System (AWUPS).		

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DEFINITIONS & RULES FOR DATA ENTRY

There are several important rules that apply to the system described in this manual. Please familiarize yourself with them before beginning to use the system. In addition, a knowledge of the following terms will aid you in using this user's guide.

CHARACTER - Character is a generic term that includes all graphic symbols. Letters, numbers, punctuation marks, other special characters, and blank spaces are all considered characters.

FIELD - A field is a group of characters which comprises one piece of information or data. An example of a field is the work unit number.

RECORD - A record is a group of related fields. For example, an individual work unit plan is a record which is comprised of a group of fields such as the WU number, manager's name, etc.

FILE - A file is a group of records. It can be compared to a file in a filing cabinet. For example, you may have a file titled "Contract Work Units" which contains all the individual CWU plans or "records."

DATA BASE - A data base is a collection of files. The data base is like a filing cabinet. It contains a number of files, such as the CWU file and the IHWU file.

HARD COPY - Hard copy refers to a paper copy of a document (as opposed to a screen display).

CURSOR - The cursor is the blinking rectangle which indicates where the next character typed will appear on the screen.

PROMPT - A prompt is a screen message which requires a response from the user.

ENTER - To enter data means to send it to the computer by pressing the "RETURN" or "ENTER" key. Therefore if the

instructions read "enter the work unit number," you are to type the work unit number and then press "RETURN."

DEFAULT - A default is the standard value that has been assigned to a field and is used when the user enters no value.

RULES FOR DATA ENTRY

1. Always press "RETURN" after typing in a field or response to a screen prompt. This will cause what has been typed to be "entered" or sent to the computer, and then displayed in high intensity on the screen.
2. To erase a character, or to back up the cursor, use the "DELETE" key. (See below, Special Keys)
3. To change a character(s), just type over it (them). The new character(s) will replace what was there.
4. Holding down a key will cause multiple entries. For example, if you want to enter one blank line, press the "ENTER" key and release it immediately. Holding the key down will cause more than one blank line to be entered.
5. Unless prompts specifically require a "Y" or "N" response as noted by "(Y or N)," screen prompts which require yes or no answers will default to "Yes." That is, if you just press "RETURN," a "Yes" will be entered automatically.
6. A date is entered as three separate fields: the day, the three letter abbreviation for the month, and the year.

The day field must contain a number from 1 to 31. Any other entry will cause the message "Invalid day, please try again. (PRESS RETURN)" to display.

The month field must contain the three letter abbreviation of a month. Any other entry will cause the message "Invalid

month, please enter again. (PRESS RETURN)" to display. The month must also be consistent with the day entered otherwise the message, "Invalid date, please try again. (PRESS RETURN)" will appear. An example of an invalid date is 31 Sep.

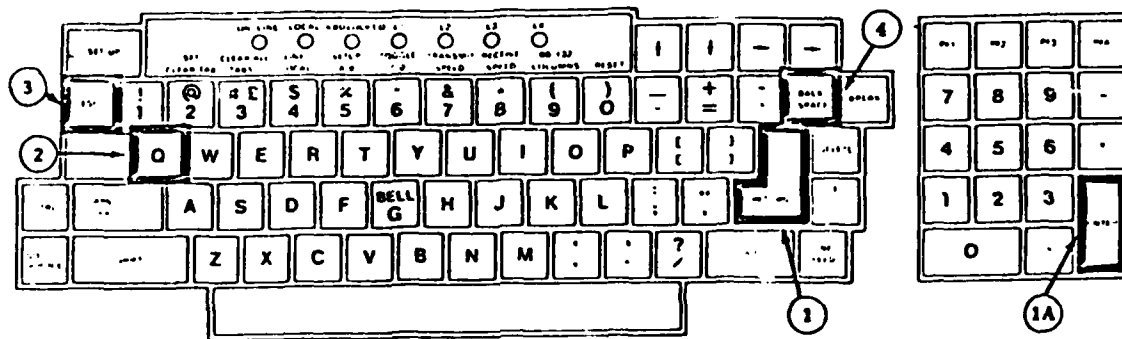
The year field must be one or two digits. Any other entry will cause the message "Invalid year, please try again. (PRESS RETURN)" to display.

7. The length of field entries is limited. The allowable length of the field to be entered will be highlighted on the screen.
8. The allowable length for some fields is quite long. In the Work Unit Plans, for example, there is an "Approach" field which permits twelve full screen lines for an explanation of the approach. Sometimes, however, you may not need so many lines. Whenever you wish to finish entering data for such a field, and move to the next field, you must press the "RETURN" key twice: once to "enter" your last line of text, and once to move the cursor to the next field.
9. If the information entered for a field is too long, an error message will be displayed on the bottom of the screen. That portion of the entry which did not exceed the allowable field length remains displayed on the screen, and you are then given an opportunity to edit the entry.
10. If the type of information entered in a particular field is not allowed, for example a letter is entered when a number is required, an error message will be displayed at the bottom of the screen. Press the "RETURN" key and the cursor will be repositioned. Then reenter the information.
11. Occasionally there may be an error which has to do with the system rather than the data entry. When this happens, an error message telling you to contact your AWUPS manager will be displayed. Please do so immediately, as any delay will compound the problem.

SPECIAL KEYS

There are some special keys used in data entry. The four key sequences which are described below perform special functions when they are the first and only entry to a field. These keystrokes, along with a brief description of their functions, will be displayed at the bottom of each screen.

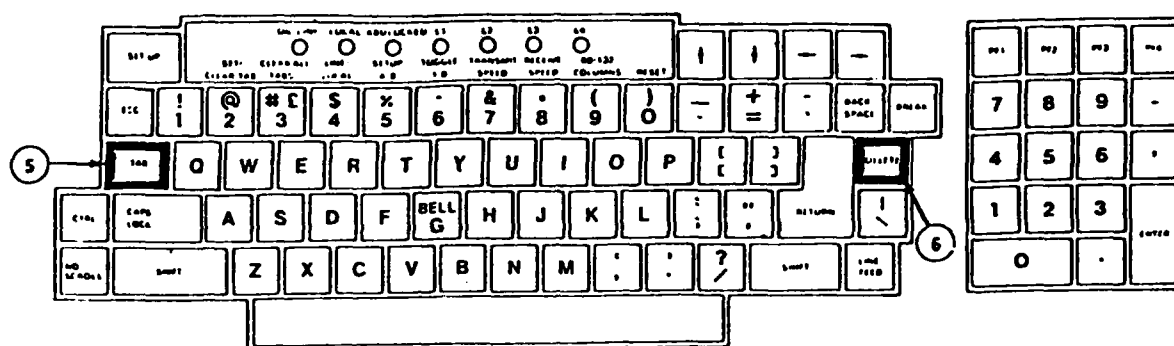
Please refer to the numbered diagram of the VT102 keyboard when reading the following section. If you are using a terminal which is not a VT102, please consult the AWUPS manager to determine the special keys for the type terminal you are using.



<u>Number</u>	<u>Key Stroke</u>	<u>Description</u>
1	RETURN	The "RETURN" key on the main key pad and the "ENTER" key on the numeric key pad are interchangeable. When "RETURN" or "ENTER" is the first entry to a field, any existing data is left unchanged. If no data exists for the field, it is left blank, or in the case of numeric fields, set to zero. When one of these keys is entered for the first field of a record, (for example if RETURN is pressed at the work unit number on the first screen) control returns to the previous menu.
1A	ENTER	

<u>Number</u>	<u>Key Stroke</u>	<u>Description</u>
2	Q RETURN	This key sequence is used to "quit" entering data for the current record. Whatever function is being performed is immediately stopped, and any information already entered or changed for the current record is disregarded. The cursor is then positioned at the first field of the first screen.
3	ESC RETURN	This key sequence causes the cursor to skip from its current position to the bottom of the screen. The fields which are skipped over remain unchanged. There are certain fields which require an entry before this key sequence can be performed. In these cases the screen will provide the necessary prompts.
4	BACK SPACE RETURN	This key sequence causes the cursor to back up to the beginning of the previous field on the current screen. (You cannot back up to a previous screen by using this key sequence at the first field of a screen.)

In addition to these four keys, there are two other special keys which are used for editing information being entered. Unlike the four key sequences just described, these keys may be entered anywhere in a field.



Number	Key	Description
5	TAB	Pressing this key causes the cursor to move to the position following the next blank space. This key is generally used to save the reentering of correct data in a field which has to be only partially edited.
6	Delete	Pressing this key causes the character to the left of the cursor to be erased, and the cursor to be repositioned.

OTHER ENTERING AND EDITING HINTS

Important: You are not using a word processor. If you make a mistake while typing, use the "DELETE" key to erase text. Then re-type the text. Never use the "BACK SPACE" key for editing (except in conjunction with "RETURN" as described above). Use of this key will cause formatting or other printing problems.

When you are entering text in a field which may be several screen lines in length, and you reach the end of the line, the text will not wrap around to the next screen line automatically (as it does with a word processor), nor will there be a bell or other audible signal. Therefore, you must watch the screen to make sure that you press "RETURN" before reaching the end of the line. Otherwise, the error message "Data too long" will appear, and you will have to reenter text.

When you are entering text in a field that permits a number of lines, it is a good idea to leave some extra space at the end of each line. This will make it very easy to edit later on. For example, if words need to be added, you will not need to change all the lines.

GENERAL RULES FOR USING THE IHWU SYSTEM

ACCESSING THE IN-HOUSE WORK UNIT SYSTEM

After you log in, the following Menu of options will be displayed on the screen:

MAIN MENU
**** *

1. IHWU System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Your AWUPS manager today is:
Here is the first message line
Here is the second message line.
Here is the third message line.

Hard copy output will be produced on the Laser printer.

Please note the line referring to the AWUPS manager and the three "message" lines which follow. These will appear only the first time the MAIN MENU is displayed. Message lines may or may not appear. The AWUPS manager is the person to notify if you experience any problems with the system. The message area can be used by the AWUPS manager to send you messages. For example, if the system were going to be shut down, or a meeting was scheduled, a message would be displayed here.

To access the In-house Work Unit System, type "1" and press "RETURN." To access the Contract Work Unit System, simply type "2" (for CWU System) and press "RETURN." The first time you access either the CWU System or IHWU System during a work session, a screen prompting you to "Enter Your CWU (IHWU) Access Password:" will appear.

Type in your system password and press "RETURN." A screen displaying the message "Please wait, access rights being checked." will appear.

If you do not correctly enter the password, you will receive the message "Invalid password. Please try again." You will be allowed only three attempts to enter the correct password. The third time you enter an incorrect password, you will receive the message, "Contact AWUPS manager for correct password." and you will be logged off automatically. (You also should contact the AWUPS manager if you forget your AWUP system password, or wish to change it.)

Once your access rights have been cleared, the CWU (IHWU Menu) will appear.

Inhouse Work Unit Plan

IHWU Menu

*** *****

1. Approve Test Work Unit Plan
2. View Official Work Unit Plan

Enter selection :

Type the number of your selection and then press "RETURN."
For example, if you wish to change a work unit plan, type "2" and press "RETURN."

Next type the two digits for the fiscal year of the work unit plans. The fiscal year information is located in the top left box of your hard copy of the work unit plan. For example, if your hard copy has "FY85" then type "85" and press "RETURN."

CHANGING OPERATIONS

Changing Operations For Work Units Plans Of The Same Fiscal Year

If you wish to change operations (e.g. you wish to stop changing work unit plans and begin adding work unit plans) for IHWUs which are for the same fiscal year as those on which you are currently working, all you need to do is access the IHWU Menu and enter your selection. The IHWU Menu is accessed by entering "RETURN" as the IHWU number on the first screen. For example, if you are changing work unit plans and you wish to begin adding plans, press "RETURN" as the first entry to screen one below.

Change of In-house Work Unit Plan

Screen 1 of 7

Date of plan:

CWU number
Title

Amendment

Status [N-New C-Continuing]

Contract Manager

Org symbol

Phone

Start date

End date

Work area number

Program element

Tech base support

[D-Direct I-Indirect]

SD

ESD

ASD

AD

BMO

AWS

DMA

DNA

DCA

DARPA

SC

SAC

TAC

ADC

MAC

AFCC

Other

AF system(s)/mission(s) supported :

(Note that the example uses the CWU system. Procedures for the IHWU system are identical.)

The CWU (IHWU) Menu will appear.

Inhouse Work Unit Plan

IHWU Menu
*** **

1. Approve Test Work Unit Plan
2. View Official Work Unit Plan

Enter selection :

Enter "1" to select the option to approve a work unit plan. Screen One will appear, with the heading, "Approval of Contractual (In-house) Work Unit Plan."

Changing Fiscal Years

If you wish to perform either the same or a different operation for a different fiscal year, you must access the MAIN MENU. To access the MAIN MENU, you first must bring up the CWU (IHWU) Menu by pressing "RETURN" as the WU number on the first screen (See above). Then at the CWU (IHWU) Menu press "RETURN" again. The MAIN MENU will appear.

MAIN MENU
**** ****

1. IHWU System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Hard copy output will be produced on the Laser printer.

Enter "2" to access the IHWU system. The IHWU Menu will reappear. Enter your desired operation and specify the fiscal year as prompted. You will then be ready to continue working.

Finish Using The System (Logging Off)

Whenever you finish using the system, you must "log off" before turning off the power and leaving the machine. To do this, return to the MAIN MENU and then press "RETURN."

APPROVING A WORK UNIT

Two separate data bases of work unit plans exist. There is one for preliminary work unit plans and another for approved work unit plans. The preliminary data base is where work unit plans originally are entered and edited. The approved data base is for storing plans which have been approved. However a plan that is approved for storage in the second data base can be replaced if it is found that changes are still required.

To approve a work unit, first access the Contract or In-house Work Unit system, and select the option to approve work units for a specified fiscal year (option 1). The following screen will be displayed: (If this procedure is unclear, please refer to the section entitled "Accessing the Contract Work Unit System" on page 9 of this user's guide.)

Approval of Contractual Work Unit Plan

Screen 1 of 7

Date of plan:

CWU number	Amendment	Status	[N-New C-Continuing]		
Title					
Contract Manager		Org symbol	Phone		
Start date	End date				
Work area number	Program element				
Tech base support	[D-Direct I-Indirect]				
SD	ESD	ASD	AD	BMO	AWS
DMA	DNA	DCA	DARPA	SC	SAC
TAC	ADC	MAC	AFCC	Other	

AF system(s)/mission(s) supported :

Step 1

Enter the work unit number of the plan you wish to have approved.

Step 2 (Applies to CWUs only)

Extract - If the work unit plan you wish to display is an extract of a main plan, enter the extract letter. Otherwise just press "RETURN."

Remember that a plan can be identified as an extract if the CWU number is followed by "EX" and the extract letter on a computer generated hard copy. There are no extracts for In-house work unit plans.

Step 3

At this point, all the information for screen one of the plan will appear on the screen, along with the prompt, "Is this the correct WU plan?"

Note that the amendment is filled in automatically by the system. This is because you can approve only the most recent version of a work unit plan stored in the preliminary data base.

Check the information on the screen against the information on your hard copy to make sure you have accessed the desired work unit. If you have not accessed the correct plan, enter an "N." This will bring up a new screen so that you can reenter the WU number.

As long as you have accessed the WU you wish to approve, enter "Y" (or just press "RETURN"). The machine will beep, and the message "(PRESS RETURN)" will be displayed on the screen.

Step 4

Press "RETURN" to cause the second screen of the WU to be displayed. Again the machine will beep, and the message "(PRESS RETURN)" will appear. Press "RETURN" to bring up the next screen.

Repeat this sequence for all subsequent screens.

Note that in some rare cases involving CWUs, when you get to the sixth screen (Resources), the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed. This occurs only when the WU contains more than eight lines of sources of funds. If you wish to scroll forward to see more lines, press "RETURN." (<CR> is the abbreviation for "carriage return".) To continue (or to see "no more" lines), press the "ESC" key followed by "RETURN." If you scroll through all of the lines, you will be prompted with "(PRESS RETURN)" when you reach the end of the entries.

Step 5

After you have pressed "RETURN" following the last screen (Signature Blocks) the prompt "Do you want to approve this work unit plan? (Y or N)?" will appear. If, for some reason you have changed your mind about approving this work unit, answer no. The first screen will appear, and you can try again. Answering yes to the prompt will cause your name to be inserted in the Division Director's signature block. The work unit is now marked approved at the Division Director's level and your PAC is informed by a Mail message that this work unit awaits approval.

Step 6

Next you will be prompted with, "Do you want a hard-copy of this CWU (IHWU) (Y or N)?" After you respond to this prompt, a new first screen will be displayed, so that you can then approve another WU if desired.

(If you requested a hard copy of the WU and you receive the message, "Trouble printing a copy," it means that the system is experiencing printing problems. You will not receive a hard copy, but the approval will not be affected.)

DISPLAYING A WORK UNIT

After accessing either the Contract Work Unit system or the In-house Work Unit system, and selecting the option to display WUs for a specified fiscal year (option 2), the following screen will be displayed:

(If this procedure is unclear, please refer to the section entitled "Accessing the Work Unit System" on page 9 of this user's guide.)

Display of Contractual Work Unit Plan

Screen 1 of 7

Date of plan:

CWU number	Amendment	Status	[N-New C-Continuing]
Title			
Contract Manager		Org symbol	Phone
Start date	End date		
Work area number	Program element		
Tech base support	[D-Direct I-Indirect]		
SD ESD ASD	AD BMO AWS		
DMA DNA DCA	DARPA SC SAC		
TAC ADC MAC	APCC Other		
AF system(s)/mission(s) supported :			

Step 1

Enter the work unit number of the plan you wish to have displayed.

Step 2 (Applies to CWUs only)

Extract - If the work unit plan you wish to display is an extract of a main plan, enter the extract letter. Otherwise just press "RETURN."

Remember that a plan can be identified as an extract if the CWU number is followed by "EX" and the extract letter on a computer generated hard copy.

Step 3

Amendment - If you wish to view a version of the WU other than the most recent version, you must specify the amendment number. (If you wish to view the first or BASIC version, enter "0".) Pressing "RETURN" at "Amendment" will cause the system to default to the most recent version of the WU stored in the data base of approved work unit plans.

(If you enter an amendment number which does not exist, the message "This version of the work unit plan doesn't exist." will flash on the screen.)

At this point, all the information for screen one of the plan will appear on the screen, along with the prompt, "Is this the correct WU plan?"

Step 4

Check the information on the screen against the information on your hard copy to make sure you have accessed the desired WU. If you have not accessed the correct plan, enter an "N." This will bring up a new screen so that you can reenter the WU number.

As long as you have accessed the WU you wish to display, enter "Y" (or just press "RETURN"). The machine will beep, and the message "(PRESS RETURN)" will be displayed on the screen.

Pressing "RETURN" will cause the second screen of the WU to be displayed. Again the machine will beep, and the message "(PRESS RETURN)" will appear. Press "RETURN" to bring up the next screen.

Repeat this sequence for all subsequent screens.

Note that in some rare cases involving CWUs, when you get to the sixth screen (Resources), the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed. This occurs only when the CWU contains more than eight lines of sources of funds. If you wish to scroll forward to see more lines, press "RETURN." (<CR> is the abbreviation for "carriage return".) To continue (or to see "no more" lines), press the "ESC" key followed by "RETURN." If you scroll through all of the lines, you will be prompted with "(PRESS RETURN)" when you reach the end of the entries.

Step 5

After you have pressed "RETURN" following the last screen (Signature Blocks) the prompt "Do you want a hard-copy of this CWU (IHWU) (Y or N)?" will appear. After you respond to this prompt, a new first screen to be displayed, so that you can then display another WU if desired.

If you requested a hard copy of the WU and for some reason the system is experiencing printing problems, the message "Trouble printing a copy." will display, and you will not receive a hard copy.

STATUS SYSTEM

The Status System automatically generates status information from the milestone screen of the work unit plans. You can display status information, or display monthly status reports.

To access the Status System for In-house work units, enter "3" at the Main Menu. To access the Status System for Contract work units, enter "4" at the Main Menu. If you have just logged into the system, you will be prompted for your system access password, and then the fiscal year. (If this procedure is unfamiliar to you, refer to pages 9-12 of this user's manual.) The following will display:

Status System Menu

1. Display status of milestones
2. Display Status Report

Enter selection:

DISPLAY STATUS OF MILESTONES

Displaying the status of milestones allows you to view all the information on specified work units which is available in the status system.

To display the status of milestones, enter "1" at the Status Report Menu. You will be prompted with, "Please enter the work unit number or hit <CR> for all work unit numbers in system."

If you are in the Contract Status System, you also will be prompted for the Extract letter.

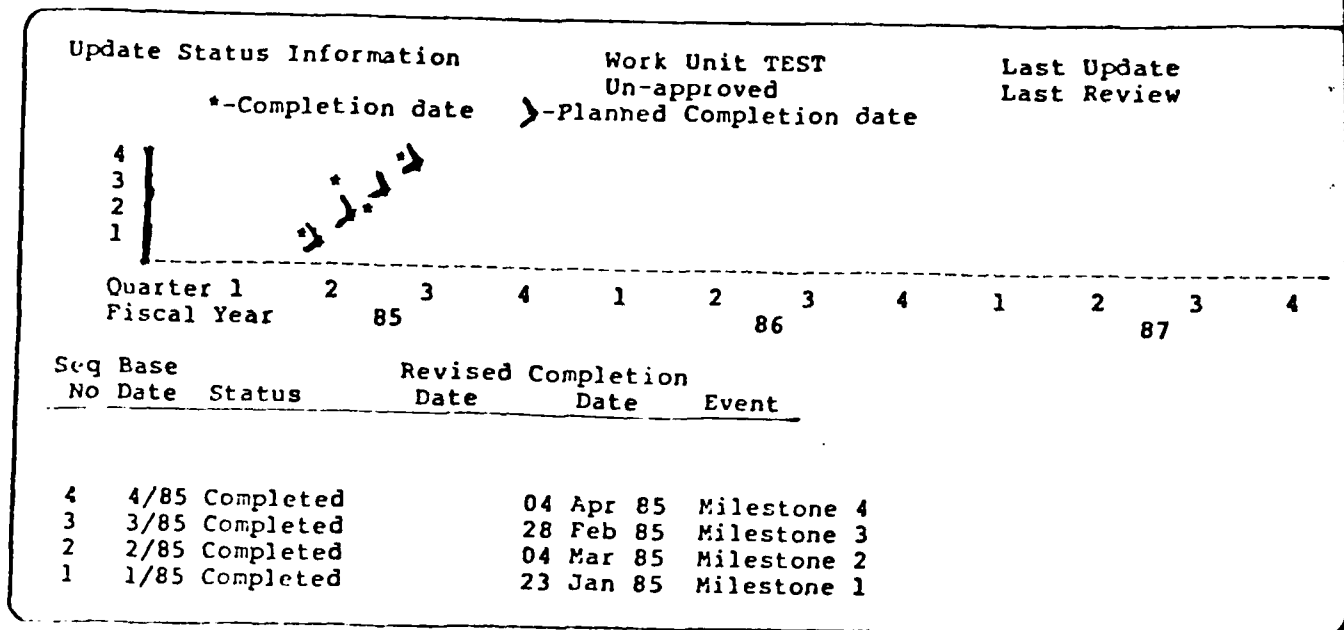
Enter the work unit number of the plan for which you wish to display status information. If you wish to display the status information for all work units, then just press "RETURN."

If you are in the Contract Status System, enter the extract letter at "Extract" or just press "RETURN" for the main plan.

If you selected to display all the work units, they will appear one at a time. Before the status information for each work unit displays, you will be prompted with, "Do you want to display the status of this WU?"

After responding yes to the above prompt if you selected to display all the work units pending approval, the following screen will appear, with information from the milestones filled in.

FIRST SCREEN



The first two lines contain the heading information. The function (i.e. Display Status Information), work unit number, last update and last review will appear here. The last update is the last date on which a level three user updated this Status Information. The review date is the most recent date that a level one or level two user reviewed the Status Information.

The top half of the screen is a graphical representation of the information at the bottom of the screen. (Note that just three fiscal years can be displayed on the graph. Therefore, if a date is before the first or beyond the last fiscal year, an "*" or ">" will appear at the far left or right of the graph respectively.)

Seq No

This column is for the Sequence Numbers of the milestones. They are listed in reverse chronological order.

Base Date

This is the original date which was assigned to the milestone.

Status

The status of a milestone will be one of the following: Completed, Deleted, On schedule, Slipped (i.e. planned date moved up), and Unknown.

Revised Date

This column lists the most recently revised planned date of completion.

Completion Date

This lists the date that the milestone was completed.

Event

This field displays the event description as it was entered originally in the milestone screen of the work unit plan.

Do you want to see more ? <CR>-Forward BS-Back Up O-Quit ESC-No More

This prompt will display if the bottom portion of the screen contains more than six lines. Your options at this prompt are to scroll the bottom half of the screen forward or backward, to "quit" the display procedure altogether, or to view "no more" on the current screen, and thus bring up the next screen.

To scroll forward, the carriage return (<CR>). Note that scrolling forward means scrolling forward in chronological order.

To scroll backwards, press "Back Space" (BS) followed by "RETURN." will move back to the date on the milestone below it.

If you wish to "quit" out (i.e. terminate the operation altogether), press "q" followed by "RETURN."

If you scroll through all the milestones, the message "No more milestones." will appear to notify you you have reached the end.

To bring up the next screen, press the "ESC" key followed by "RETURN."

SECOND SCREEN

Update Status Information

Work Unit TEST
Un-approved

Last Update
Last Review

Funds Allocated	0.00
Funds Obligated	0.00
Funds Expended	0.00

THIS IS A TEST

Progress

The first two lines contain the headings, which also appeared on the first screen. The funds planned, obligated and expended are displayed. The remainder of the screen is filled with comments pertaining to progress. There can be up to thirt progress lines.

If there are more than twelve progress lines, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. This means to scroll forward, press "RETURN." To scroll backwards, press "Back Space" "RETURN." To quit out, press "q" "RETURN." To stop viewing progress lines, press "ESC" "RETURN." This will bring up the next screen.

THIRD SCREEN

This third screen really contains four screens. Each of these four screens contains up to thirty lines of comments by the personnel named on the third line, directly below the headings.

If there are more than seventeen lines of text, the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed at the bottom of the screen. Pressing <CR> (carriage return) scrolls the screen forward. "Back Space" "RETURN" scrolls the screen backwards. "Q" "RETURN" terminates the operation. "ESC" "RETURN" causes no more lines to be viewed (and brings up the next screen).

The screens will be displayed in the following Management (CC), Management (XO), WU Scientist Response, AF Feed Back.

After you finish viewing the comments on the fourth screen, pressing the "ESC" key followed by "RETURN" will bring up the necessary prompts to allow you to continue displaying or change operations.

DISPLAY STATUS REPORT

Display Status Report allows you to get a screen display of the status information for a specified month.

To display the status report, enter "2" at the Status Report Menu. A table of the available Status Report dates will be displayed. You will be prompted with, "Would you like to see one of these?". If you answer no you will be returned to the Status Report Menu. If you answer yes you will be prompted with, "What number?". Enter the number of the item number of the report you wish to display (or you can quit out and be returned to the Status Report Menu. The item number you enter is checked to make sure that it is a valid number.

Once you respond to this prompt with a valid number, the procedure is similiar to "Display Status of Milestones" except that there are only three screens. They are the milestone screen, the Funds and Progress screen and the AFSTC Feed Back screen.

ADDENDUM
HARD COPY OUTPUT DEVICE (PRINTER)

Hard copies can be produced on a variety of printers. The printer selection will appear when you access the Main Menu. This information will appear at the bottom of the Main Menu.

When you log into the system, the printer selection will be set to the default printer, which is the laser printer. You also have the capability to receive your output on the printer attached to your terminal or the central printer. It is possible for a programmer to make a fourth option available if the need arises.

To change the printer selection, access the Main Menu.

MAIN MENU

1. IHWU System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Hard copy output will be produced on the Laser printer.

Enter "7" (for Hard Copy Output Device). The following menu will display:

PRINT DEVICE MENU

1. Laser printer
2. Attached printer
3. Central printer
4. Other
5. No output

Select printer

Simply enter the number which corresponds to the desired printer. For example, if you wish to produce output on your attached printer, enter "2". The Main Menu will reappear, with the hard copy output message changed to reflect your choice.

END

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